

**BY ORDER OF THE COMMANDER  
AIR MOBILITY COMMAND**



***Air Force Instruction 65-403***

***AIR MOBILITY COMMAND  
Supplement 1***

**2 AUGUST 1999**

***Financial Management***

***FOLLOW-UP ON INTERNAL AIR FORCE  
AUDIT REPORTS***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AMC/FMPC  
(Mr Edd Benoit)

Supersedes :AFI 65-403/AMCS1, 1 Dec 1998

Certified by: HQ AMC/FMP  
(Lt Col Richard B. Weathers)

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**AFI 65-403, 2 June 1994**, is supplemented as follows: (This supplement does not apply to Air National Guard and United States Air Force Reserve units.)

**SUMMARY OF REVISIONS**

This interim change (IC) 99-1 changes paragraph 2.10.4.

**2.8. (AMC)** Within AMC headquarters, the Programs and Analysis Division, Directorate of Comptroller (AMC/FMPC), serves as the command audit focal point for managing and coordinating AFAA matters.

**2.9.2. (AMC)** . The AMC Programs and Analysis Division (FMPC) will independently prepare and submit a semiannual report for public accountant contract audit (PACA) reports.

**2.10.1. (AMC)** . For AMC organizations where a comptroller function does not exist, the unit or organization commander will designate a focal point. Notify AMC/FMPC of the name, office symbol, telephone number, and e-mail address of the individuals responsible for audit focal point duties. Update this information as necessary.

**2.10.4. (AMC)** . Subordinate command focal points will send progress reports to the AMC Programs and Analysis Division (AMC/FMPC). Copies should be sent to the responsible AFAA area audit office. The first progress report (attachment 1) will be due not later than one month after the estimated completion date (ECD) of the recommendation (Rec) with the earliest ECD. For example, if the Rec with the earliest ECD was scheduled for completion on 15 January, then you must report actions to close that Rec by 15 February; thereafter, reports are due not later than one month after the ECD for each remaining open Rec until the audit can be closed. If an ECD is not met, a report must be submitted stating why the established suspense was not met and a new ECD, not to exceed one year from the previous ECD, must be provided. The commander or vice commander should sign the progress report. **NOTE:** Discontinue electronic reporting during MINIMIZE.

2.10.5. (AMC) An audit report is considered officially closed when the installation commander reports that all corrective actions have been taken. AMC headquarters will notify the installation commander only if the functional OPR takes exception to the closure.

Attachment 1

**SAMPLE PROGRESS REPORT**

*(Date)*

MEMORANDUM FOR AMC/FMPC

FROM: 375 AW/CC

101 Heritage Drive, Room 208

Scott AFB IL 62225-5000

SUBJECT: Report of Audit 26594099, (RCS: AMC-FMP(AR)9510) Progress Report) Base

Photographic Laboratory, 375 AW, Scott AFB, Illinois

1. This is our second progress report.
2. Reference recommendation 3. The remaining 121 pieces of Defense Switching Network (DSN) equipment have been identified and marked, and a new CA/CRL was prepared on 10 Jan 94. Actual monetary benefit achieved by this corrective action is \$108,900. Recommend this item be closed.
3. Reference recommendation 4. We have located 15 film prints of the missing 22 and have updated AF Forms 474, **Film Print Control**. An investigation is continuing for the missing 7 film prints. Estimated completion date is 20 Apr 95.

*NAME, Rank, USAF*

*Commander*

cc:

*(Local AFMA/AAO*

*(Appropriate Numbered Air Force)*

**NOTES:**

Message input is also acceptable.

**Attachment 5 (Added)****IC 99-1 TO AFI 65-403 AMCS1, FOLLOW-UP ON INTERNAL AIR FORCE ADUIT REPORTS**

2 AUGUST 1999

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GORDON D. KAGE II, Colonel, USAF  
Deputy Comptroller